

# **AGENCY STRATEGIC PLAN**

**FOR THE FISCAL YEARS**

**2005 - 2009**



**DEPARTMENT OF WORKFORCE EDUCATION**

**FUNCTIONAL AREA: EDUCATION**

# **AGENCY STRATEGIC PLAN APPROVAL FORM**

**FOR THE FISCAL YEARS**

**2005 - 2009**

**Steve Franks**  

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**Director**

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# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Agency Mission Statement:</b>  The mission of the Arkansas Department of Workforce Education is to provide leadership and contribute resources to serve the diverse and changing career and educational needs of the youth and adults of Arkansas.	

## AGENCY GOAL 1:

Support the implementation of lifelong career development and workforce education based upon challenging educational and workplace standards.

## AGENCY GOAL 2:

Enhance the quality and increase the quantity of professional staff and programs to expand career development and workforce education opportunities for citizens.

# STRATEGIC PLAN

<b>Agency Name</b>		Department of Workforce Education
<b>Program</b>		Agency Administration
<b>Program Authorization</b>		P.L. 94-519; P.L. 105-332; P.L. 105-220; P.L. 103-239 Title 38, U.S. Code, Part 21, Subpart D, VAR 21.4150--Veterans A.C.A. 6-11-201 to 6-11-207; A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907; A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108; A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410; A.C.A. 19-11-601 to 19-11-605 A.C.A. 25-30-101 to 25-30-108; A.C.A. 26-51-205 Act 1309 of 2003
<b>Program Definition:</b>  <b>Program Funds-Center Code: <u>0590P01</u></b>		The Agency Administration program determines agency priorities and develops plans to meet those priorities. The program also provides tactical and strategic oversight for agency operations.
<b>AGENCY GOAL(S) #</b>	1, 2	
<b>Anticipated Funding Sources for the Program:</b>		General Revenue, Special Revenue, Federal Funds, Cash

## GOAL 1:

Provide leadership and administrative support.

### **OBJECTIVE 1: (Sub-Funds Center Code: To be assigned by DFA- Accounting)**

Provide administrative and fiscal resources to support the agency.

### **STRATEGY 1:**

Ensure that appropriate policies and procedures are established and followed to facilitate the efficient operation of the agency.

# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Program</b>	Agency Administration

## PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

<b>DESCRIPTION</b> (Indicate the Goal and Objective to which applicable)	<b>METHODS AND SOURCES USED OBTAINING DATA</b>	<b>FISCAL YEAR 2005</b>	<b>FISCAL YEAR 2006</b>	<b>FISCAL YEAR 2007</b>	<b>FISCAL YEAR 2008</b>	<b>FISCAL YEAR 2009</b>
Number of prior year audit findings repeated in subsequent audits <i>Goal 1, Objective 1</i>	Review of applicable federal and state audits and compliance reports	0	0	0	0	0
Percentage of agency staff and budget in the administration program compared to total agency positions and budge <i>Goal 1, Objective 1</i>	Review of budget and personnel reports	Budget 25% Personnel 3.5%	Budget 25% Personnel 3.5%	Budget 25% Personnel 3.5%	Budget 25% Personnel 3.5%	Budget 25% Personnel 3.5%

# STRATEGIC PLAN

Agency Name		Department of Workforce Education	
Program		State Workforce Development Oversight and Support Services	
Program Authorization		P.L. 105-332 P.L. 105-220 P.L. 103-239 Title 38, U.S. Code, Part 21, Subpart D, VAR 21.4150 A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907 A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108 A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410 A.C.A. 25-30-101 to 25-30-108 A.C.A. 26-51-205 Act 1309 of 2003	
Program Definition:		The State Workforce Development Oversight and Support Services program provides tactical and strategic oversight of and support services to workforce development programs.	
Program Funds-Center Code: <u>0590P02</u>			
AGENCY GOAL(S) #	1, 2		
Anticipated Funding Sources for the Program:		General Revenue, Special Revenue, Federal Funds	

## GOAL 1:

Establish and maintain a system to enable local providers to operate efficiently, effectively, and economically.

### OBJECTIVE 1: (Sub-Funds Center Code: TBA by DFA- Accounting)

Ensure that career and technical education programs are initiated, supported, operated, and monitored in compliance with applicable federal and state laws, regulations, and policies.

### STRATEGY 1:

Provide technical assistance to and monitoring of educational and training providers for compliance with applicable federal and state laws, regulations, and policies based upon data collection and onsite review.

# **STRATEGIC PLAN**

## **OBJECTIVE 2:**

Ensure that adult education programs are initiated, supported, operated, and monitored in compliance with applicable federal and state laws, regulations, and policies.

### **STRATEGY 1:**

Provide technical assistance to and monitoring of educational and training providers for compliance with applicable federal and state laws, regulations, and policies based upon data collection and onsite review.

## **OBJECTIVE 3:**

Provide Governor's Dislocated Worker Task Force rapid response services for dislocated workers.

### **STRATEGY 1:**

Provide information and guidance to eligible dislocated workers.

## **OBJECTIVE 4:**

Ensure eligible veterans access to educational benefits.

### **STRATEGY 1:**

Assist schools, training providers, and eligible veterans to ensure compliance with federal law.

# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Program</b>	State Workforce Development Oversight and Support Services

## PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

<b>DESCRIPTION (Indicate the Goal and Objective to which applicable)</b>	<b>METHODS AND SOURCES USED OBTAINING DATA</b>	<b>FISCAL YEAR 2005</b>	<b>FISCAL YEAR 2006</b>	<b>FISCAL YEAR 2007</b>	<b>FISCAL YEAR 2008</b>	<b>FISCAL YEAR 2009</b>
Percentage of state and federal compliance and technical assistance reports for secondary career and technical education programs reviewed by staff <i>Goal 1, Objective 1</i>	Records of central agency	100%	100%	100%	100%	100%
Percentage of state and federal compliance reports and technical assistance reports for adult education programs reviewed by staff <i>Goal 1, Objective 2</i>	Records of central agency	100%	100%	100%	100%	100%
Percentage of adult education and career and technical education instructors receiving staff development/in-service training <i>Goal 1, Objectives 1 and 2</i>	Records of local education agencies, education service cooperatives, and other staff development providers	41%	41.5%	42%	42.5%	43%
Percentage of eligible dislocated workers seeking assistance who receive information and services <i>Goal 1, Objective 3</i>	Records of central agency	100%	100%	100%	100%	100%

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Number of veterans' training and education programs reviewed by staff for approval <i>Goal 1, Objective 4</i>	Records of central agency	80-100%	80-100%	80-100%	80-100%	80-100%
Number of career and technical education providers receiving onsite reviews <i>Goal 1, Objective 1</i>	Records of central agency	20% of LEAs	20% of LEAs	20% of LEAs	20% of LEAs	20% of LEAs
Number of adult education providers receiving onsite visits <i>Goal 1, Objective 2</i>	Records of central agency	60%	60%	60%	60%	60%

## STRATEGIC PLAN

<b>Agency Name</b>		Department of Workforce Education
<b>Program</b>		Federal Surplus Property Agency
<b>Program Authorization</b>		P.L. 94-519 A.C.A. 19-11-601 to 19-11-605 Act 1309 of 2003
<b>Program Definition:</b>  <b>Program Funds-Center Code: <u>0590P03</u></b>		The Federal Surplus Property Agency acquires surplus property from the federal government and donates the property to eligible Arkansas recipients.
<b>AGENCY GOAL(S) #</b>	1	
<b>Anticipated Funding Sources for the Program:</b>		Special Revenue

### GOAL 1:

Ensure that eligible Arkansas recipients are provided access to federal surplus property.

#### **OBJECTIVE 1: (Sub-Funds Center Code: TBA by DFA- Accounting)**

Coordinate the acquisition and distribution of federal surplus property.

#### **STRATEGY 1:**

Locate, screen, and donate federal surplus property.

# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Program</b>	Federal Surplus Property Agency

## PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

<b>DESCRIPTION</b> (Indicate the Goal and Objective to which applicable)	<b>METHODS AND SOURCES USED OBTAINING DATA</b>	<b>FISCAL YEAR 2005</b>	<b>FISCAL YEAR 2006</b>	<b>FISCAL YEAR 2007</b>	<b>FISCAL YEAR 2008</b>	<b>FISCAL YEAR 2009</b>
Increase in the acquisition value of property donated <i>Goal 1, Objective 1</i>	General Services Administrative (GSA)	\$7,922,000	\$8,081,000	\$8,242,000	\$8,407,000	\$8,575,000

# STRATEGIC PLAN

<b>Agency Name</b>		Department of Workforce Education
<b>Program</b>		Adult Education Grants
<b>Program Authorization</b>		P.L. 103-239 6-11-205 to 6-11-207 25-30-101 to 25-30-108 Act 1309 of 2003
<b>Program Definition:</b>  <b>Program Funds-Center Code: <u>0590P04</u></b>		The Adult Education Grants program provides resources through federal and state grants to enable the local adult education programs to provide adult instructional services to the target populations.
<b>AGENCY GOAL(S) #</b>	1, 2	
<b>Anticipated Funding Sources for the Program:</b>		General Revenue, Federal Funds

## GOAL 1:

Ensure that all adult education programs are provided resources to operate efficiently, effectively, and economically.

### OBJECTIVE 1: (Sub-Funds Center Code: TBA by DFA- Accounting)

Distribute resources to adult education providers according to applicable federal and state laws, regulations, and policies.

#### STRATEGY 1:

Provide resources to enable the Arkansas Adult Education Learning Resource Center to conduct research and provide staff development activities for the local adult education and literacy providers.

#### STRATEGY 2:

Provide resources to eligible providers for adult instructional services.

#### STRATEGY 3:

Provide resources through federal and state grants to enable local literacy councils to provide tutorial services.

# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Program</b>	Adult Education Grants

## PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

<b>DESCRIPTION</b> (Indicate the Goal and Objective to which applicable)	<b>METHODS AND SOURCES USED OBTAINING DATA</b>	<b>FISCAL YEAR 2005</b>	<b>FISCAL YEAR 2006</b>	<b>FISCAL YEAR 2007</b>	<b>FISCAL YEAR 2008</b>	<b>FISCAL YEAR 2009</b>
Percentage of adult education providers receiving staff development training: Administrators Instructors <i>Goal 1, Objective 1</i>	Records of staff development activities from the Arkansas Adult Learning Resource Center	100% 40%	100% 40%	100% 40%	100% 40%	100% 40%
Percentage of adults (over age 18) with less than a high school diploma served by programs funded through the adult education grant program <i>Goal 1, Objective 1</i>	Information from the National Reporting System & records of local providers	9.0%	9.5%	10%	10.5%	11%
Percentage of eligible adults (functioning below the 8.9 grade level) served by local literacy councils at a rate equal to or greater than the national average <i>Goal 1, Objective 1</i>	Information from the National Reporting System & records of local providers	6%	6%	6%	6%	6%

\* Supplemental information pertaining to the Adult Education Grants Program will be submitted annually based upon information from the National Reporting System. Items that will be reported to include the following:

- number of adults enrolled (by age, gender, ethnicity, etc.)
- number of English as a Second Language (ESL) students
- number of incarcerated students
- number of students on public assistance
- number of students achieving educational gain
- number of students who entered employment
- number of students who retained employment
- number of students who obtained a GED or secondary school diploma
- number of students who entered postsecondary education or training

# STRATEGIC PLAN

Agency Name		Department of Workforce Education
Program		Career and Technical Education Grants
Program Authorization		P.L. 105-332 P.L. 103-239 A.C.A. 6-11-201 to 6-11-207 A.C.A. 6-50-101 to 6-50-705 A.C.A. 6-51-101 to 6-51-907 A.C.A. 6-52-101 to 6-52-208 A.C.A. 6-55-101 to 6-55-108 A.C.A. 6-82-401 to 6-82-410 A.C.A. 17-38-101 to 17-38-410 A.C.A. 25-30-101 to 25-30-108 A.C.A. 26-51-205 Act 1309 of 2003
Program Definition:		The Career and Technical Education Grants program provides resources for activities designed to provide technical instruction and services at the secondary, postsecondary, and adult levels.
Program Funds-Center Code: <u>0590P05</u>		
AGENCY GOAL(S) #	1, 2	
Anticipated Funding Sources for the Program:		General Revenue, Special Revenue, Federal Funds

## GOAL 1:

Ensure that all career and technical education programs are provided resources to operate effectively, efficiently, and economically.

### OBJECTIVE 1: (Sub-Funds Center Code to be assigned by DFA- Accounting)

Distribute resources to career and technical education providers according to applicable federal and state laws, regulations, and policies.

### STRATEGY 1:

Provide supporting resources to enable public schools to initiate and maintain quality career and technical education programs.

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## **STRATEGY 2:**

Provide supporting resources to enable Tech Prep consortiums to initiate and continue Tech Prep activities.

## **STRATEGY 3:**

Provide supporting resources to enable local education agencies to initiate and continue youth and youth apprenticeship education programs.

## **STRATEGY 4:**

Provide supporting resources to enable local education agencies to fund short-term adult training programs.

## **STRATEGY 5:**

Provide supporting resources to enable identified public schools, cooperatives, and postsecondary institutions to support special population students.

## **STRATEGY 6:**

Distribute supplemental funding to enable public schools to expand and modernize career and technical education programs.

# STRATEGIC PLAN

<b>Agency Name</b>	Department of Workforce Education
<b>Program</b>	Career and Technical Education Grants

## PERFORMANCE MEASURES: (Effort, Output, Outcome, and/or Efficiency)

DESCRIPTION (Indicate the Goal and Objective to which applicable)	METHODS AND SOURCES USED OBTAINING DATA	FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007	FISCAL YEAR 2008	FISCAL YEAR 2009
Number of students served through the career and technical education grant program: secondary programs; postsecondary programs; adult apprenticeship programs; youth apprenticeship programs; Tech-Prep programs; short-term adult skills programs; special populations programs*  *contingent upon funding & local initiative <i>Goal 1, Objective 1</i>	Records of central agency	+5% of base year (2002)	+1% of base year (2002)	+1.5% of base year (2002)	+2% of base year (2002)	+2.5% of base year (2002)
Percentage of support for new program start-up and equipment replacement provided to local programs through the career and technical education grant program <i>Goal 1, Objective 1</i>	Records of central agency	90% of equipment cost for 65% of programs	90% of equipment cost for 65% of programs	90% of equipment cost for 70% of programs	90% of equipment cost for 70% of programs	90% of equipment cost for 75% of programs

\*\* Supplemental information pertaining to the Career and Technical Education Grants Program will be submitted annually based upon the U.S. Department of Education's reporting requirements. Items included in the annual report include the following:

- academic achievement of career and technical concentrators
- skill attainment of career and technical concentrators
- number of concentrators completing programs of study
- number of concentrators placed in postsecondary education, workforce, military
- number of nontraditional concentrators completing programs of study
- number of nontraditional concentrators placed in postsecondary education, workforce, military
- number of students enrolled annually in career and technical programs
- number of Tech-Prep students enrolled annually
- number of Tech-Prep students completing two-year associate degree/apprenticeship programs
- number of Tech-Prep courses approved for articulation
- number of youth apprenticeship students enrolled annually
- number of youth apprenticeship students completing three-year programs
- number of adult apprentices enrolled annually
- number of adult apprentices earning journeyman certificates
- number of business partnerships supporting youth apprentices
- number of adults enrolled in short-term training
- number of instructors annually receiving inservice training
- number of special population students served (gender, ethnicity, disability, socio-economic status)